

**ATTACHMENT E**  
CITY AND BOROUGH OF SITKA E-MAIL AND INTERNET POLICY

**E-mail policy**

E-mail is an important communication tool for our organization. The use of e-mail needs to be encouraged and controlled. E-mail on city machines and city time are intended for city business.

Personal use will be acceptable as described in the following paragraph.

If you receive personal e-mail you can briefly read the message just as you might receive a personal phone call while on the job. A very brief reply will also be acceptable. However, drafting lengthy replies, receiving numerous personal messages, or drafting new personal messages must be done on your own time. This means during your break time, lunch time, or before or after normal working hours as is acceptable with your supervisor. Excessive forwarding of jokes and trivial messages is also discouraged. You may access and use the city e-mail from home.

The following personal e-mail uses are strictly forbidden:

- Private business
- Profit making activities
- Mass mailings
- Any other organizational or agency mailings not directly related to city business.

E-mail is not a private or confidential form of communication. Messages can be intercepted by internal or external sources at any time.

**Internet policy**

The internet access is provided for the purpose of city business and related research.

Personal use will be acceptable only as described in the following paragraph.

On the employees own time, which includes break time, lunch time and before or after normal working hours as is acceptable with the your supervisor. Employees should discuss any questions about appropriate internet use with their supervisors.

**All internet access on city computers is monitored and logged. If any supervisor suspects excessive or inappropriate use, the logs can be scanned and reviewed at any time.**

Date	Print name	Signature of employee